

Office of the Secretary, Interior

Pt. 2, App. C

APPENDIX B TO PART 2—INTERNET ADDRESSES

1. Department of the Interior (DOI) Home Page: <http://www.doi.gov>
 2. DOI FOIA Home Page: <http://www.doi.gov/foia/>
 3. DOI Reference Guide for Obtaining Information: <http://www.doi.gov/foia/foitabl.htm>
 4. List of DOI Public Affairs Offices: <http://www.doi.gov/foia/list.html>
 5. DOI FOIA Contacts: <http://www.doi.gov/foia/contacts.html>
 6. DOI FOIA Regulations (43 CFR, Part 2, Subparts A and B): <http://www.doi.gov/foia/foiaregs.html>
 7. DOI FOIA Policy and Guidance: <http://www.doi.gov/foia/policy.html>
 8. Electronic Reading Room: <http://www.doi.gov/foia/readroom.html>
 9. Index of Frequently Requested Documents: <http://www.doi.gov/foia/freq.html>
 10. DOI's Frequently Requested Documents: <http://www.doi.gov/foia/frindex.html>
 11. FOIA Annual Reports to Congress: <http://www.doi.gov/foia/report.html>
 12. DOI's Library: <http://library.doi.gov>
 13. General Records Schedule 14, Information Services Records: <http://ardor.nara.gov/grs/grs14.html>
 14. DOI Records Management Program: <http://www.doi.gov/ocio/records/>
 15. DOI Privacy Act Program: <http://www.doi.gov/ocio/privacy/>
 16. DOI Privacy Act Officers: http://www.doi.gov/ocio/privacy/doi_privacy_act_officers.htm
 17. DOI Privacy Act Regulations: <http://www.doi.gov/foia/43cfrsub.html>
 18. DOI Privacy Act Systems of Records Notices: http://www.access.gpo.gov/su_docs/aces/1999_pa.html
 19. FirstGov Portal: <http://www.firstgov.gov>
- NOTE: See DOI's FOIA home page at <http://www.doi.gov/foia/> for the most current listing of FOIA-related website addresses.

[67 FR 64541, Oct. 21, 2002]

APPENDIX C TO PART 2—FEE SCHEDULE

If you submit a FOIA request, the bureau will charge you to search for, review, and duplicate the requested records according to your fee category (see §§ 2.16 and 2.17) and the following fee schedule. In addition, the bureau will charge you for any special handling or services performed in connection with processing your request and/or appeal under Subparts C and D of this part. The following fees will be used by all bureaus of the Department; these fees apply to services performed in making documents available for public inspection and copying under Subpart B of this part as well. The duplicating fees also are applicable to records provided in response to requests made under the Privacy Act. Fees will not be charged under either the FOIA or the Privacy Act where the total amount of fees for processing the request is \$30 or less (see § 2.16(b)(2)), where the requester has met the requirements for a statutory fee waiver, or where the bureau has granted a discretionary fee waiver (see §§ 2.19 and 2.20).

(1) *Search and review (review applies to commercial-use requesters only)*. Fees are based on: the average hourly salary (base salary plus DC locality payment), plus 16 percent for benefits, of employees in the following three categories. The average grade was established by surveying the bureaus to obtain the average grade of employees conducting FOIA searches and reviews. Fees will be increased annually consistent with Congressionally approved pay increases. Fees are charged in quarter hour increments.

(a) Clerical—Based on GS-6, Step 5, pay (all employees at GS-7 and below)

(b) Professional—Based on GS-11, Step 7, pay (all employees at GS-8 through GS-12)

(c) Managerial—Based on GS-14, Step 2, pay (all employees at GS-13 and above)

NOTE: Fees for the current fiscal year are posted on DOI's FOIA home page (see Appendix B). If you do not have access to the Internet, please call the Departmental FOIA Officer (see Appendix A) for a copy of the fee schedule.

	Fee
(2) Duplication:	
Pages no larger than 8.5 × 14 inches, when reproduced by standard office copying machines.	\$.13 per page (\$.26 for double-sided copying)
Color copies of pages no larger than 8.5 × 11 inches	\$.90 per page
Pages larger than 8.5 × 14 inches	Direct cost to DOI
Color copies of pages no larger than 11 × 17 inches	\$1.50 per page
Photographs and records requiring special handling (e.g., because of age, size, or format).	Direct cost to DOI
(3) Electronic records:	
Charges for services related to processing requests for electronic records.	Direct cost to DOI
(4) Certification	Fee
Each certificate of verification attached to authenticate copies of records	\$.25
(5) Postage/Mailing:	

	Fee
Charges that exceed the cost of first class postage. Examples of such charges are express mail or overnight delivery.	Postage or Delivery charge
(6) Other Services: Cost of special services or materials, other than those provided for by this fee schedule, when requester is notified of such costs in advance and agrees to pay them.	Direct cost to DOI

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APPENDIX D TO PART 2—FEE WAIVER CRITERIA

If you are seeking a fee waiver, it is your responsibility to provide detailed information to support your request. You must submit this information with your FOIA request. You should explain the significance of the release of the information to the public's understanding of the Government's operations and activities based on your understanding of the type of information that you are requesting. Each fee waiver request is judged on its own merit—we do not grant "blanket" fee waivers, *i.e.*, obtaining a fee waiver once does not mean you will obtain a subsequent fee waiver. Please note that inability to pay is not sufficient to justify a fee waiver.

(a) The statutory requirement for granting a fee waiver is that release of the information must be in the public interest because it—

(1) Is likely to contribute significantly to public understanding of the operations and activities of the Government; and

(2) Is not primarily in your commercial interest.

(b) In deciding whether you are entitled to a fee waiver, the bureau will consider the criteria in paragraphs (1) through (4), below. Your request for a fee waiver must address each of these criteria.

(1) How do the records concern the operations or activities of the Government?

(2) If the records concern the operations or activities of the Government, how will disclosure likely contribute to public understanding of these operations and activities?

(i) How are the contents of the records you are seeking meaningfully informative on the Department's or a bureau's operations and activities? Is there a logical connection between the content of the records and the operations or activities you are interested in?

(ii) Other than enhancing your knowledge, how will disclosure of the requested records contribute to the understanding of the public at large or a reasonably broad audience of persons interested in the subject?

(iii) Your identity, vocation, qualifications, and expertise regarding the requested information (whether you are affiliated with a newspaper, college or university, have previously published articles, books, etc.) may

be relevant factors. However, merely stating that you are going to write a book, research a particular subject, or perform doctoral dissertation work, is insufficient, without demonstrating how you plan to disclose the information in a manner which will be informative to a reasonably broad audience of persons interested in the subject.

(iv) Do you have the ability and intention to disseminate the information to the general public or a reasonably broad audience of persons interested in the subject?

(A) How and to whom do you intend to disseminate the information?

(B) How do you plan to use the information to contribute to public understanding of the Government's operations or activities?

(3) If there is likely to be a contribution to public understanding, will release of the requested records contribute significantly to public understanding?

(i) Is the information being disclosed new?

(ii) Does the information being disclosed confirm or clarify data which has been released previously?

(iii) How will disclosure increase the level of public understanding of the operations or activities of the Department or a bureau that existed prior to disclosure?

(iv) Is the information already publicly available? If the Government previously has published the information you are seeking or it is routinely available to the public in a library, reading room, through the Internet, or as part of the administrative record for a particular issue (*e.g.*, the listing of the spotted owl as an endangered species), it is less likely that there will be a significant contribution from release.

(4) Would disclosure be primarily in your commercial interest?

(i) Do you have a commercial interest that would be furthered by disclosure? A commercial interest is a commercial, trade, or profit interest as these terms are commonly understood. Your status as "profitmaking" or "non-profitmaking" is not the deciding factor. Not only profitmaking entities, but other organizations or individuals may have a commercial interest to be served by disclosure, depending on the circumstances involved.

(ii) If you do have a commercial interest that would be furthered by disclosure, would disclosure be primarily in that interest?